



***AUTOMATIC DATA PROCESSING
EQUIPMENT (ADPE) MANAGEMENT***

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AFI 33-112, 6 May 1994, is supplemented as follows:

6.2. ADPE Contracts Management uses the IPMS.

19.9.1. Unit commanders will include the ECO office (10 CS/SCSCR) on their unit out processing sheet for all ADP equipment custodians. This requirement applies to military and civilian personnel.

26. At the USAF Academy, the ADPRMIS is accomplished jointly by the 10 CS budget office and the ADPE Contracts Management Unit. ADPRMIS collects data on all ADPE resources with the budget office providing budgetary data, and the ADPE Contracts Management providing information technology narrative and justification.

27. The CSO appoints an ADPE Contracts Manager.

27.3. At the USAF Academy, the Chief Quality Assurance Evaluator for all maintenance contracts is located in the ADPE Contracts Management Unit.

27.5. The base CSO employs a focal point located in ADPE Contracts Management.

29.1. The ADPE Contracts Manager ensures ADPE operations and PM schedules do not conflict.

29.2. The ADPE Contracts Management Unit maintains written PM schedules, and the ADPE Contracts Manager reviews PM schedules.

30. The ADPE Contracts Manager reviews the PM program.

31. In addition, obtain System Administrators and ADPE Contracts Management concurrence.

32. MAJCOM Director of C4 Systems or equivalent is the ADPE Contracts Management at USAFA.

32.1. 10 CS/SCS personnel log the action, etc. The ADP EC forwards all maintenance records to ADPE Contracts Management.

32.3. ADPE Contracts Management uses on-line IPMS.

33. The responsible ECO is the ADPE Contracts Manager at USAFA. ADPE Contracts Management may contact the contractor's corporate level executives in an attempt to resolve the problem.

34, 35.2, and 35.3. This applies to ADPE Contracts Management.

47.3. Orders are placed through ADPE Contracts Management for accountability.

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